United States Bankruptcy Court

Southern District of Indiana

Limited Users Guide

www.insb.uscourts.gov

ECF TRAINING MANUAL

FOR LIMITED USERS

TABLE OF CONTENTS

Section 1...

Getting Started

Electronic Case Files System
User's Guide

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the Bankruptcy Court, or to view and documents for all cases assigned to this system. It assumes a working knowledge of Netscape, Internet Explorer and Adobe Acrobat. Please refer to Netscape, Internet Explorer and Adobe Acrobat instruction manuals for specific questions regarding those applications.

Help Desk

Telephone the Court's Help Desk at 317-229-3897between the hours of 8:30am-5:00pm Monday through Friday, if you need assistance.

Court's Website

To access information, materials relating to CM/ECF and the Live Database log on to the Court's website at : www.insb.uscourts.gov

Capabilities of the System:

The electronic filing system allows registered participants with Internet access, Netscape and Internet Explorer to perform the following functions:

- Access the Court's Web page

- Download the most recent version of the User's Guide

- Access the Live database

- Electronically file pleadings and documents

- View official docket sheets and documents associated with cases

- View various reports

Requirements

Hardware and Software Requirements

The Hardware and software needed to electronically file, view and retrieve electronic case documents are the following:

- A personal computer running a Windows based petition or word processing software

- Internet access from methods such as modem, DSL or cable

- Netscape Navigator version 4.6x or 4.7x or Internet Explorer 5.x

- Adobe Acrobat version 5.0 or higher for converting documents from a word processor or other software to portable document format (PDF)

- Adobe Acrobat Reader 5.05 to view, print and download documents from the Court's electronic case file. The Adobe Acrobat Reader is available as a free download at www.adobe.com

PACER

All users require a valid PACER login and password. PACER login permits access to all nationally supported systems. See http://pacer.psc.uscourts.gov for more information and details on obtaining a PACER account.

- PACER login can be permanently linked to CM/ECF login, so that it does not have to be re-entered.

- Hyperlink to filed document provided to parties receiving a notice of filing and access to that linked document is FREE the first time it is accessed for users receiving electronic notices. All users should be advised to print or save the document to a local computer in order to avoid future charges.

- The CM/ECF application links the filing account with an appropriate PACER account for billing purposes.

USER INTERACTIONS:

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, or selecting the wrong document typ from the menu or simply entereing the wrong case number and not catching the error before the transaction is completed.

To correct an error, please call the help desk:

317-229-3897

as soon as possible after an error is discovered. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating the document was filed in error. You will then be advised if it is necessary for you to re-file the document.

CANNOT LOGIN IN TO SYSTEM

If you are using Netscape Navigator or Internet Explorer, and your password and login have both been correctly typed, and you still cannot login to the system, please call the Help Desk at 317-229-3897.

To ensure documents transmitted have arrived in their entirety, it is important to read the document after it is received by the Court. This can be done by viewing the docket sheet from the case and selecting the transmitted document. The number of the transmitted document appears on your electronic reciept.

EXPERIENCING A PROBLEM WHEN FILING A DOCUMENT

During normal business hours - 8:30am to 5:00pm, please contact the Help Desk at 317-229-3897. Please be advised, however, that the site is not supported 24 hours a day, and that when filing documents after normal business hours, support will not be available. When filing documents that must be filed on a certain day, it is our recommendation that you file these before 5:00pm.

Section 2 .....

Filing Miscellaneous

Documents

Miscellaneous Pleadings

Notice Requests; Appearances ;Reaffirmation Agreements; Transfer of Claim; Joint Notice of Transfer of Claim; Withdrawal of Claim

1. Click Bankruptcy

2. Click Limited Users

3. Enter the Case Number

4. Click **[Next]**

5. Select one of the following from the pick list: Appearance, Joint Notice Of Transfer of Claim; Reaffirmation Agreement, Request for Notice, Satisfaction of Claim; Transfer/Assignment of Claim or Withdrawal Of Claim

6. Click **[Next]**

7. If you, the creditor, **ARE** listed, click the creditors name to highlight it Then Click **[Next].** Proceed to Step 16.

8. If you, the creditor, **ARE NOT** listed, click on **Add/Create New Party**

9. Enter the creditors name in the Last name field and click on the **[Search]** button to continue.

10. The PARTY SEARCH RESULTS screen is displayed.

    NOTE: Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party's address information for verification.

           If none of the addresses are correct for this party, you can modify the address (for this case only) on the following PARTY INFORMATION screen.

11. If the creditor was found, click on the **[Select name from list]** button to continue

12. The PARTY INFORMATION screen will appear

13. Insert or modify address information of creditor being added

14. Change the ROLE to CREDITOR and then click on the **[Submit]** button to continue

15. Click **[Submit]**

16. The **PDF Document** screen is displayed

17. Click on the **[Browse]** button, then navigate to the directory where the the appropriate PDF file is located and select it with your mouse.

18. To make certain that you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open.**

19. This will launch ADOBE ACROBAT Reader to display the contents of the PDF document. Verify that the document is correct.

20. Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box

21. Click on the **[Next**] button to continue

22. The FINAL TEXT EDITING screen will display. If additional information is needed, type it now. Once the information is verified and is correct, click **[Next]** to continue.

23. The FINAL DOCKET TEXT screen will be displayed. Click **[Next]** to continue.

24. The **NOTICE OF ELECTRONIC FILING** screen will be displayed

25. **Features of the CM/ECF Notice of Electronic Filing:**

- Hyperlink to docket sheet

- Date and time stamp information

- Case title

- Docket Text

     - Text produced from a docket event

     - Annotated text in italics

     - Attachment type, description and attachment number, which is a hyperlink to the PDF file of the attached document

Notice will be electronically mailed to:

Any party on the case who has registered the e-mail address with the Court will be listed here with their current e-mail address.

Notice will not be electronically mailed to:

Name and traditional mailing address of other parties on the case who do not have electronic access to the Court system

NOTE: Subscribers to electronic noticing will be given "one free look" at the document that was filed. This message will appear on each notice:

<div align="center">

NOTE TO PUBLIC USERS

</div>

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Section 3...

Filing Claims

Proofs of Claims

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most of ten the creditor filing the claim already exists in the creditor database. If you are unable to find a creditor after using different search criteria, a hyperlink allows you, the user, to add a creditor to the case. (See Creditor Maintenance for more information)

To file a Proof of Claim, follow the steps below:

1. Click Bankruptcy

2. Click File Claims

3. Enter the case number

4. The Creditor Search Screen appears

5. Enter the creditor name in the Name of Creditor field

> **NOTE:** Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type defaults to **Creditor**.

6. Click [**Next]** to search the creditor database for this claimant.

7. The **Creditor Selection** screen appears

> **NOTE:** If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop down arrow to display all of the creditors

8. Select the desired Creditor

9. Click **[Next]**

10. The **PROOF OF CLAIM INFORMATION** screen appears

- Enter the data in the appropriate fields for the claim. DO NOT enter "$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

- The **Filed by** field offers the options of attorney, creditor, debtor or trustee

- The *Optional* **Status** field displays the Claim status of Amended, Satisfied, Transferred/Assigned, Withdrawn

- The **Description** and **Remarks** fields will appear on the Claims register.

- When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing

11. The PDF document screen displays

12. Click **[Browse]** , then navigate to the directory where the appropriate PDF file is located and select.

- To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **OPEN**

13. Click **[Next]**

14. The **NOTICE OF ELECTRONIC FILING** screen is displayed

- Clicking on the case number hyperlink on the **Notice of Electronic Claims filing** will present the case docket report

- Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible through a separate hyperlink.

- To Print a copy of this notice, click the browse **[Print]** icon.

- To save a copy of this notice, click **[File**] on the menu bar and select **Save Frame As.**

- To continue claims processing , click again on **Bankruptcy, File Claims.** Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the above process.

Section 4...

Creditor Maintenance

CREDITOR MAINTENANCE

In CM/ECF the creditor matrix is uploaded into the system as a text {.txt} file. Creditors submitted from the matrix are stored in a separate database from other parties to the case and these records are used for noticing and proofs of claims. Special processing is required for maintaining these records. Creditor records can be individually added. The following steps illustrate how these records are managed within the creditor database.

1. Click on **Bankruptcy** on the CM/ECF Main Menu

2. The **Bankruptcy Events** screen displays

    • Click the **Creditor Maintenance** hyperlink

3. The **Creditor Maintenance** menu appears

    • Click on **Enter Individual Creditors** hyperlink

4. The Case Number screen appears

    • Enter the case Number

5. Click **[Next]**

6. The **Creditor Information** Screen Appears

    • Enter the creditor names and address information as if you were addressing an envelope, using separate lines as appropriate for street, building, suite number, etc.

        • Use **[Tab]** or the mouse to navigate through this screen

    • **Creditor type** defaults to "**Creditor"**

- If the creditor being added is a member of the creditor committee, click the **[Yes]** button after the **Creditor Committee** button

- If you have multiple creditors to add, accept the default of **[Continue to Enter]** button and then click **[Next]** to continue

  - When you have entered the final creditor, click the **[Last Entry]** button, then click **[Next]** to continue

  - If you have only one creditor to add, click the **[Last Entry]** button then click **[Next]** to continue.

7. The **Total Creditors** screen appears

   - Verify the number of creditors you have entered.

   - If the number is not correct, click the browser **[Back]** button to investigate your entries. Otherwise click **[Submit]** to continue.

8. The **Creditors Receipt** screen appears

   - This screen confirms the number of creditor records that have been added to the creditor database.

   - When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

   - The Proof of Claim module is accessible on this screen so a claim can be added to this new creditor in one continuous operation.

   - Click **Return to Creditor Maintenance Menu** to continue creditor processing.